



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

## Benefits Administrator Memo

**#05-03**

---

**To:** Benefits Administrators  
**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** March 3, 2005  
**Re:** Open Enrollment for DHRM Voluntary Long Term Care Insurance

---

As part of the Governor's *Own Your Future - Virginia* initiative on planning for long term care needs, a Special Open Enrollment period will be held beginning in mid-March for eligible state employees to participate in the voluntary long term care plan underwritten by Aetna Life Insurance Company and offered through the Department of Human Resource Management.

Open Enrollment will be held **March 14 – April 8, 2005**. During this period:

- *Eligible actively at work employees not currently enrolled* can elect long term care insurance coverage without providing evidence of good health. However, eligible family members – spouses, parents and parents-in-law – or retirees and their spouses must undergo underwriting.
- *Employees and family members already enrolled* in the plan will receive additional information on how they can increase their coverage.

### **Share the News**

Governor Warner will be sending an e-mail to eligible state employees to announce the special Open Enrollment for voluntary long term care insurance. We would like your support in making employees aware of the Long Term Care Open Enrollment and ask that you:

- Distribute the Long [Term Care Informational Letter](#) to the eligible active employees at your location;
- Distribute or post the [Long Term Care Enrollment Reminder](#) in early April alerting eligible active employees that the enrollment period is coming to an end;
- Distribute or post the [Schedule](#) for two informational meetings to be held via video conference; and tell your employees about the Long Term Care Insurance Plan [Informational Brochure](#) that is posted on the DHRM Web site;
- Throughout the enrollment period, distribute or post [Newsletter Articles](#) to help employees understand what long term care is;
- Distribute to members of the Virginia Sickness and Disability Program the Virginia Retirement System (VRS) Long Term Care Notification Letter along with the VRS Long Term Care Summary of Benefits (attached).

Very soon, you will receive a CD ROM from Aetna Life Insurance Company. Use this CD ROM to inform eligible active employees about the voluntary long term care insurance plan available to them.

### **For You and Your Employees to Learn More**

- Visit the LTC Web site at: [www.aetna.com/group/commonwealthva](http://www.aetna.com/group/commonwealthva)
- Visit the DHRM Web site: [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)
- Call to speak with an LTC Specialist at 1-877-894-2470, toll-free, Monday – Friday, 8:00 a.m. – 8:00 p.m Eastern Time.
- Visit the VRS Web site at [www.varetire.org](http://www.varetire.org) and visit the VSDP long term care information.

Thank you for your assistance.